

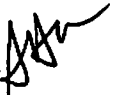


**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243**

MEMORANDUM

TO: Day Services Providers

DATE: November 22, 2005

FROM: Stephen H. Norris
Deputy Commissioner 

SUBJECT: Supported Employment Requirements Clarification

Recently Field Auditors issued a citation to a day services provider concerning billing for Supported Employment. The agency did not have a job coach on site with the individual for each day billed for supported employment.

The Field Auditors' interpretation resulted from a conflict in the DMRS Provider Manual concerning the billing requirements for Supported Employment.

The following is the correct interpretation:

The intent is for the provider of Supported Employment Day Services to be able to receive the per diem reimbursement in the following two circumstances:

1. If a job coach employed by the Day Services provider is on-site at the work location for six hours (except for reasons beyond the control of the provider) and is supervising the enrollee; or
2. If the Day Services provider oversees the enrollee's supported employment services including on-site supervisors, has a minimum of three contacts per week with the enrollee including at least one contact per week at the work site, and has a job coach employed by the Day Services provider who is available on call if needed to go to the work site.

Please be sure that your November billing for Supported Employment is consistent with these requirements. Should you have questions, please contact Donna Allen at 615-532-6540 or donna.allen@state.tn.us.

SHN:DA:LL

Copy: Larry Latham, DMRS
Louis Moore, M.D., DMRS
Regional Directors